

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES  
BOARD MEETING MINUTES**

The Caswell County Department of Social Services Board held its monthly meeting on July 15, 2014 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Ms. Marylene McCain; Mr. David Owen; Mr. Larry Hamlett, Mr. Kenneth Travis; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jefferies called the meeting to Order at 9:00 a.m. The agenda for the meeting was reviewed and approved upon a motion by Mr. Travis and second by Mr. Owen. Minutes of the Meeting held June 17, 2014 were reviewed and approved upon a motion by Ms. McCain and second by Mr. Travis. There was no public address to the Board.

Budget Amendment #1, the first allocation for the new fiscal year in the amount of \$14,805.00 was approved upon a motion by Mr. Owen and second by Mr. Travis. Board Members were informed that due to an oversight, a staff member did not receive a mandatory salary adjustment when her classification changed. As a result she is owed additional money retroactive to when the adjustment should have been made. Upon a Motion by Mr. Travis and second by Mr. Owen, the Board voted unanimously to pay the employee the difference in the salary. Board Members were advised that funds are available in our lapsed salaries to cover this cost.

An update on the NCFast implementation was shared along with the fact that we are scheduled for Hard Launch for the inclusion of additional applications/recertifications to be completed within the system. Long-term care and SA will not be included at this time but all other applications will be included. We are also expecting to receive additional applications from the Healthcare.gov marketplace and the Affordable Care Act as new enrollment periods approach in October.

Board Members were informed that Ms. Lindsay Barton has been hired to fill one of our CPS vacancies. Ms. Barton is a Collaborative Scholar and comes to us having had the required training that allows her to begin working with clients very quickly. The second CPS vacancy was filled by Ms. Africa Furlow Faison, one of our former Child Support Agents. Members were also informed that Mrs. Michelle Waddell, a former Adult Services Social Worker has now assumed duties as the Adult Services Supervisor and would be attending the meeting. Efforts will begin to fill Mrs. Waddell's position as well as the IV-D child position vacancy and the Processing Assistant IV position in our transportation services. Members of the Board were also informed that we will have a Work First Social Worker position vacant due to a resignation.

Board Members were informed that we have two PCC students working part-time with our clerical and transportation programs. We have utilized this resource frequently in the past and are fortunate to have students placed within our agency.

Supervisors attended the meeting and reported on work within their respective units. Ms. Breedlove was attending a meeting in Greensboro and was not present. Mrs. Michelle Waddell did attend and was introduced to the Members of the Board.

The next regularly scheduled meeting of the Social Services Board is scheduled for August 19, 2014 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. Travis and second by Ms. McCain, the meeting of the Social Services Board was adjourned.

Respectfully Submitted,

*Jeremy Hamlett*  
Jeremiah Jefferies, Chairman

8-19-2014  
Date

*Dianne C. Moorefield* *KME*  
Dianne C. Moorefield, Secretary

8-19-2014  
Date

Be it ordained, the FY 2014-2015 Annual Budget ordinance is hereby amended as follows:

<i>Expenditures: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/ Decrease</i>	<i>Amended Balance</i>
CP&L Energy Assist	100.5480.499.100	\$4,532.00	-2,930.67	\$1,601.33
Smart Start/Child Day Care	100.5310.499.122	\$98,618.00	-49,309.00	\$49,309.00
<b>Total Expenditures</b>			<b>(\$52,239.67)</b>	

  

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/ (Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	\$1,620,627.03	(\$2,930.67)	\$1,617,696.36
ST/FSA/DayCare/Smart Start	100.3541.360.002	636,939.00	(\$49,309.00)	\$587,630.00
<b>Total Revenues</b>			<b>(\$52,239.67)</b>	

*Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.*

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

\_\_\_\_\_  
*Approved by Department of Social Services Director*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Approved by Department of Social Services Board*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paula Seamster, Clerk to the Board

*Approved by Caswell County Board of Commissioners*

\_\_\_\_\_  
Date

## BUDGET AMENDMENT

Day Care 100% 100.5320.499.120  
Smart Start/Child Day Care 100.5310.499.122  
ST/FSA/DayCare/Smart Start 100.3541.360.002 *(Total Combined Child Care Subsidy Allocation)*

*If the amount decrease make sure to put (parentheses) around the amount*

	Day Care 100%	100.5320.499.120	
Changed from	Amount Decreased		Daycare Amount
	Smart Start/Child Day Care	100.5310.499.122	
Changed from \$98,618	Amount Decreased (\$49,309)		Smart Start Amount \$49,309

Revenue

	ST/FSA/DayCare/Smart Start	100.3541.360.002	
Changed from	Amount Decreased		Total Allocation \$587,630
636,939.00	(49,309)		

*See MOU from the Caswell county Partnership for Children*

**Social Services Board Meeting  
August 19<sup>th</sup>, 2014**

**EBT Issuance:**

**July 2014**

Issuance	\$591,785
Cases	2647
Individuals	5143

**July 2013**

Issuance	\$528,756
Cases	2712
Individuals	5410

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**Workload Report:**

**July 2014**

Applications taken	143
Applications approved	110
Applications denied	12
Overdue applications	0
Redeterminations	329

**July 2013**

Applications taken	120
Applications approved	95
Applications denied	19
Overdue applications	0
Redeterminations	350

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**Fraud Report:**

July 2014 FNS recoupments \$1,155

July 2013 FNS recoupments \$1,689

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**Crisis Intervention Program (CIP) Report:**

**LIEAP**

**July 1, 2014 thru June 30, 2015**

New allocations	\$0
Total allocations to date	\$14,805
Total CIP money used – July	\$5,018.23
Available balance to date	\$7,791.34
Applications approved	49
Applications denied	0

New Allocations	\$0
Total Allocations	\$0
Available Balance	\$0
Applications Pending	
Applications Approved	
Applications Denied	

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Respectfully submitted,  
Jennifer Holt  
Income Maintenance Supervisor II

**Caswell COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

**ENERGY PROGRAMS OUTREACH PLAN**

**LIEAP**

**CIP**

<b>Contact person:</b>	<u>Audrey Simpson</u>	<u>Audrey Simpson</u>
<b>Address:</b>	<u>PO Box 1538</u>	<u>PO Box 1538</u>
	<u>Yanceyville, NC 27379</u>	<u>Yanceyville, NC 27379</u>
<b>Telephone:</b>	<u>336-694-2007</u>	<u>336-694-2007</u>

**Please address both CIP and LIEAP where appropriate.**

**OUTREACH**

1. The following agencies or groups will be contacted to encourage their participation on an interagency committee for CIP and/or LIEAP:  
Caswell Parish, County Agricultural Extension Services, Section 8 Housing, Partnership for Children, Caswell Family Medical Center, Caswell Senior Center, County Health Department, County Mental and Vocational Trades.
2. Committee meetings will be scheduled for the following dates and times (you may list tentative dates):  
Individual contact has worked well in recruiting assistance with outreach activities and will probably be needed again this year. Meetings with the County Senior Center will take place in November of this year.
3. The following agencies or groups will provide outreach services for CIP and/or LIEAP:
  - a. What outreach activities will each agency provide to those individuals and families with the lowest income and highest relative energy costs and needs?  
Some agencies listed in number 1 - these agencies will help inform the public about these services. They will also refer people in need to us for possible assistance.
  - b. What outreach activities will each agency provide to households with a member age 60 and over?  
Same as "a".
4. Outreach for CIP and/or LIEAP will be coordinated between the county department of social services and each agency in number 3 above in the following ways:  
The Department of Social Services will provide these agencies with informational materials and a representative will be available to give presentations to groups upon request. These agencies will refer persons in need to the Department of Social Services for possible assistance.

5. How will the county department of social services coordinate with aging and adult services to provide outreach that will target the elderly population age 60 and over and/or disabled persons that already receive services through their agency?  
Our department works with the Aging and Adult Services staff on a daily basis. New policy and procedures have been discussed with the unit and information has been distributed in an effort to make all elderly and disabled individuals receiving Adult services aware of the upcoming changes.
6. The following newspapers, radio stations, and television stations will be contacted to request that they publicize the energy program:  
Newspapers - Caswell Messenger, Danville Register & Bee  
Radio Stations - WYNC, WAKG, WDVA

#### OUTREACH

- 1a. CIP is a year round program which runs July 1<sup>st</sup> through June 30<sup>th</sup> statewide.
- b. LIEAP application-taking will be from December 1<sup>st</sup> through March 31<sup>st</sup> annually statewide.
2. The following agencies or groups will provide application-taking and processing services for CIP and/or LIEAP (please list their addresses, and hours for CIP and/or LIEAP):  
The Caswell County Senior Center will assist with the taking of applications for LIEAP beginning December 1, 2014 and ending March 31, 2015.  
649 Firetower Rd  
Yanceyville, NC 27379
3. Any additional comments or activities planned for CIP and/or LIEAP:
4. The maximum allowed CIP benefit amount per eligible household is \$600 per fiscal year (July 1 – June 30). This applies to all counties.

This Outreach Plan applies to LIEAP and CIP only. Energy Neighbor, Share the Warmth, Wake Electric Round Up, and Helping Each Member Cope funds are not governed by this Plan. Please refer to the appropriate Energy Manual section for eligibility criteria regarding those funds.

  
Director's Signature

8/14/2014  
Date

Approved by Department of Social Services  
Board

Date

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT**  
**ECONOMIC INDEPENDENCE UNIT**  
**AUGUST 19, 2014**

**WORK FIRST EMPLOYMENT SERVICES:**

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	<b>August 2014</b>	<b>August 2013</b>
Total # WFFA Cases	37	40
Caseload Increase/Decrease From Previous Month	(-2) 39	(-5) 45
Child Only Cases	34 (91.89%)	33 (83.00%)
Single-Parent Cases	3 (8.11%)	7 (21.21%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$208.76	\$199.56

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

	<b>August 2014</b>	<b>August 2013</b>
Total # 2-Parent Households	0	0
Caseload Increase/Decrease From Previous Month	(-0-) 0	(-0-) 0
Benefit Diversion Cases	0	0
Non-Able Bodied Cases	0	0
Cases Meeting Work Requirement	0	0
Cases Not Meeting Work Requirement	0	0
New Application for Assistance	0	0
Average WFFA Payment	\$0.00	\$0.00

*Please see reverse for Page 2*



**CHILD SUPPORT ENFORCEMENT:**

- **Collection Information Comparison** for the Caswell County IV-D Unit:

	<b>July 2014</b>	<b>July 2013</b>
Net Current Month Collections	\$149,315.86	\$150,260.12
Monthly Collection Goal	Not available	Not available
Net Previous Month Collections	\$155,412.56	\$160,459.85
Net YTD Collections	\$149,315.86	\$150,260.12
Collections Goal for the Year	\$1,738,864.00	Not available
Percentage of Goal Met YTD	85.87%	Not available
Target Percentage of Goal Met YTD	(1 mo.) 83.33%	(1 mo.) 83.33%

- **Child Support Enforcement Court Activity Report:**

	<b>July 2014</b>	<b>July 2013</b>
Number of Cases Scheduled/Heard	53/50	68/5
New Orders for Support Entered	2	0
New Current Support Payments	\$237.00	\$0.00
New Frequencies Toward Arrears	14	1
New Frequency Payments	\$25.00	\$100.00
Orders for Arrest	1	3
Jail Sentences	0	0
Purge Amounts	\$300.00	\$2,000.00
Total Payments Collected in Court	\$2,054.00	\$3,553.00
New Paternity Cases Established	1	1
Number of Modifications Heard	14	14

**CHILD CARE SUBSIDY:**

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

<b>June Service Month Paid in July</b>	<b>2013/2014</b>	<b>2012/2013</b>
Total Monthly Payment Amount	\$52,467.50	\$48,210.70
Monthly Unduplicated Child Count	149	125
Total Year-to-Date Expenditures	\$52,467.50	\$48,210.70
YTD Unduplicated Child Count	149	125
Total Allocation Available to Date	\$587,630.00	\$677,482.00
Traditional Spending Coefficient (1 mo.)	107.14%	85.39%

### **Child Care Subsidy Waiting List**

The waiting list that was implemented on February 24, 2010 was cleared in April 2014 due to the availability of child care subsidy funds. However, that waiting list continues to remain in effect. We will be closely monitoring the funding available and the spending trends, in the hopes of lifting the waiting list when it becomes feasible for us to do so. As of August 11, 2014 we currently have 66-children on the waiting list.

**Submitted by: Tonya Breedlove    August 11, 2014**

## SOCIAL SERVICES BOARD MEETING

August 19, 2014

- I. Overdue Application Report for July- 2014- Two in NCFAST  
Overdue Application Report for July – 2014 Two in EIS
- II. Medicaid Eligibility

August 2014	August - 2014	NCFAST -- August 2014
Open Cases – 3,983	Open Cases – 4,055	Open Cases – 327
Open People – 4776	Open People – 4,727	Medicaid
Authorized People – 4,614	Authorized People – 4,710	

- III. North Carolina Health Choice

August - 2013	August- 2014
Open Cases – 203	Open Cases - 112
Authorized People – 297	Authorized People - 162

- IV. SA (REST HOME)

August – 2013

August – 2014

Authorized People – 89

Authorized People - 93

- V. Application, Reviews and Changes

	July - 2013	July - 2014	
Applications Taken	168	100	
Applications Approved	124	63	
Applications Denied	51	38	
Applications Withdrawn	2	0	
Reviews	386	296	
Total Changes	1,094	785	
Terminated	125	71	

- VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED 0 FAMILIES FROM THE  
EMERGENCY DURING THE MONTH OF July 2014 totaling \$0.00

**VII. REPORT CARD – July - 2013**

We are at 100% total for all programs: MAD – 100%, AAF – 100% MAA – 100%,  
MQB– 100% MAF – 100% MIC – 100%, MPW – 100%, NCHC 100 %

**REPORT CARD – July - 2014**

We were at 98% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%  
MQB - 100%, MAF – 100%, MIC – 71%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of July 2014 County Share -  
\$ 00.00**

**Cost Calculation Report for the Month of July 2013 County Share -  
\$ 25.00**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,  
Work Support Strategies, MAGI application and the Affordable Care Act, and the  
Federally Funded Market Place.**

**Mary Harrelson, Supervisor IMSII**

**August 11, 2014**

**Caswell County Department of Social Services**  
**DSS Board Report - Child Protective Services**

**August 19, 2014**

**CPS Family & Investigative Assessments**

	<b>July 2014</b>	<b>July 2013</b>
<b>1.Total Number of Reports Accepted for Investigation</b>	<b>30</b>	<b>16</b>
<b>2.Total Number of Reports Screened Out</b>	<b>6</b>	<b>3</b>
<b>3.Total Number of Reports Referred to other Jurisdictions</b>	<b>3</b>	<b>1</b>
<b>4.Total Number of Treatment Cases Transferred In</b>	<b>1</b>	<b>1</b>
<b>5.Total Number of Intercounty Investigations</b>	<b>0</b>	<b>0</b>
<b>6.Total Number of Courtesy Interviews/Assists</b>	<b>5</b>	<b>4</b>
<b>7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month</b>	<b>16</b>	<b>15</b>
<b>8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month</b>	<b>3</b>	<b>6</b>
<b>9.Total Number of Malicious Reports Received</b>	<b>0</b>	<b>0</b>

**Additional Information**

The two vacant positions in the Child Protective Services unit have been filled. We welcome Mrs. Afrika Faison and Ms. Lindsay Barton.

Respectfully submitted by Lisa H. Anderson  
Child Protective Services Supervisor  
August 11, 2014

# Caswell County Department of Social Services

## Adult Services Board Report

August 19, 2014

### *Programs:*

	July 2013	July 2014
<b>Adult Protective Services</b>		
Number of Reports Received	2	4
Number of Reports Accepted	1	4
Number of Reports for Outreach	0	4
Number Referrals to AHS/DFS/Other Services	1	1
 <b>Adult Care Homes/Adult Home Specialist</b>		
Number of Adult Care Homes	27	27
Number of Adult Care Homes Monitored	7	5
Number of Complaints Received	1	3
 <b>Guardianship Services</b>		
Number of Active Cases	21	21
Number of New Cases	0	0
Number of Terminated Cases	1	0
 <b>Multidisciplinary Evaluations</b>		
Number of Requests Received	0	1
Number of Evaluation completed	0	0
 <b>Individual and Family Adjustment Services-Representative Payee</b>		
Number of Active Cases	22	23
Number of New Cases	0	0
Number of Cases Terminated	0	1
 <b>State/County Special Assistance In-Home (10 Slots)</b>		
Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

In-Home Aide Services	July 2013	July 2014
Number of Active Cases	7	6
Number of New Cases	1	3
Number of Terminated Cases	1	2

**Transportation Services**

Number of Clients Served	163	198
Number of Trips Provided	855	1,095

Transportation Costs compared to July 2013 and July 2014

	2013	2014
EDTAP	\$442.70	\$2547.57
Medicaid	\$12,761.62	\$17,670.82
TTAP	246.05	\$0
Totals	\$13,450.37	\$20,218.39

This reflects an increase of \$6768.02 from the previous year.

***Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):***

	July 2013	July 2014
Number of Requests Received	1	0
Local Appeal Hearing	1	0
Administrative Disqualification Hearing	0	0
Number of Hearings Conducted	0	0
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	0	0

Respectfully submitted by Michelle Waddell  
 Adult Services Supervisor  
 August 11, 2014

**Board Report**  
**August 19, 2014**

During the month of July 2014 we had no new children to enter or exit care.

<b>Work Load Report</b>	<b>June 2014</b>	<b>June 2013</b>
<b>Children in DSS Custody</b>	17	12
<b>Foster Care Services for children in custody of another state/county</b>	1	0
<b>Licensure of foster and adoptive homes</b>	2	0
<b>Adoption Assessments</b>	1	1
<b>Home studies for other Courts</b>	2	1
<b>Supervision of foster homes</b>	3	5

**Child and Family Services:**

On Friday July 11, 2014 we received results from the North Carolina Division of Social Services (NCDSS) monitoring of Social Services Title IV-E Foster Care, At Risk Case Management Services and Title IV-E Adoption Assistance. The North Carolina Division of Social Services (NCDSS) found all five cases reviewed to be non-error cases passing with no errors!!

(Please see attachment of on-site monitoring)

The Child Placement Unit is diligently working with a mother of four; to be accepted into a substance abuse treatment facility. The unit is also preparing if the mother fails to comply with the facility, that placement would have to be sought for the four children, ages ranging from 3 to 10 years old.

Workers remain in rotation to handle courtesy requests within the Child Protective Services Unit.

Prepared By: Racquel Hughes  
Child Placement Supervisor  
August 11, 2014





North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Wayne E. Black  
Division Director

**TITLE IV-E FOSTER CARE  
MONITORING FINAL REPORT**

July 11, 2014

DSS County: Caswell  
On-Site Monitoring: June 11, 2014  
Review Period: November 1, 2013 to April 30, 2014

**I PURPOSE**

The purpose of the Title IV-E Foster Care review is to monitor the utilization of the funding source to ensure compliance with Federal laws so that eligible children are receiving funding. This program is monitored in accordance with the North Carolina Division of Social Services monitoring plan, which can be accessed at: <http://ncdhhs.gov/dss/county/index.htm>.

**II Title IV-E Foster Care**

The NC Division of Social Services conducted a formal Title IV-E Foster Care on-site monitoring of randomly selected cases. Listed below are the cases and findings:

Sample#	Case Name Initials	SIS#	Non-Error	Error	Service code	Ineligible period
1	[REDACTED]	20066791992	X		109-Z	None
FINDING: Child appropriately determined Title IV-E Eligible.						
2	[REDACTED]	20066886512	X		109-Z	None
FINDING: Child appropriately determined Title IV-E Eligible.						
3	[REDACTED]	20066777062	X		109-Z	None
FINDING: Child appropriately determined Title IV-E Eligible.						
4	[REDACTED]	20066791493	X		109-Z	None
FINDING: Child appropriately determined Title IV-E Eligible.						
5	[REDACTED]	20066785302	X		109-Z	None
FINDING: Child appropriately determined Title IV-E Eligible.						

III

**CONCLUSIONS**

Caswell County Department of Social Services correctly determined eligibility for the use of Title IV-E Foster Care funds for each of the five (5) sample cases monitored for the period under review. I am pleased to report no error cases or ineligible payments cited in the course of this review. Please see the above information for specific case information.

Submitted by: *Bernard Norfleet*

Bernard Norfleet, Child Welfare Monitor